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### NEW PARENT WORK ACTIVITY

This activity is to be used to indicate a TANF participant who has chosen the “New Parent Work Activity” in place of or in conjunction with other allowable work activities. This activity will be available to each parent in a single or two-parent household.

The household must report the birth or adoption of the newborn within 10 days from the date of birth or adoption in order to be coded New Parent Work Activity for that month. Failure to report within 10 days, without good cause, will result in the newborn being added the month following the month of birth or the report of birth, whichever is later.

The participant must meet the following criteria to be eligible to choose the “New Parent Work Activity”:

- Participant is a natural or adoptive parent of the newborn;
- Participant is a parent in a **single or two- parent household**;
- Participant (parent) resides with the newborn;
- Newborn is under the age of 3 months;
- OPA has processed the case and the child has been deemed eligible; and
- Participant has not exceeded the 12-month lifetime limit of New Parent Work Activity.

If the participant chooses to participate in other allowable work activities in conjunction with or in place of the new parent activity, they will be held to the requirement to participate fully in the other negotiated work activities or face sanction. The participant must sign the HCS 711 – “New Parent” Participation Agreement to Participate form indicating their choice of participation with the WoRC Case Manager.

Single parent households will use the “Birth of Baby” activity in CHIMES.

Two-parent households will use the “Not Participating Incapacitated” activity in CHIMES for both parents.

\*Monitor approval is not needed for single or two parent households requesting the New Parent

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Activity.

**Deemed Father:**

- If the father is a deemed parent, the New Parent Work Activity will not be available to him in the month of birth. His needs will not be added to the TANF cash assistance until the beginning of the month, changing household composition from 1P to 2P at that time.

**Reminders:**

- Encourage the use of the HCS 260A – TANF Change Report form when a participant reports a change to your office.
- HCS 261A – Adding a New Household Member form is required if the change is reporting a new adult household member.
- Encourage the use of the HCS 261A – Adding a New Household Member form if the participant reports the birth of the child to your office.

\*These forms will allow for adequate notice, not timely notice of adverse action.

A CHIMES Person Note outlining the use of the New Parent Work Activity component **(including total months used)** must be entered by the WoRC case manager.

**ACTIVITY LIMITATION:** For ongoing cases, the New Parent Work Activity will be limited to the month of birth and two full months following.

For application cases where the month of application and start date are also the month of birth, the newborn is included in the TANF grant the month of application. In this instance, the New Parent Activity will be limited to the month of application and the 2 months following.

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Example, Sally and Joe apply on 7/8. Baby was born on 7/2. Baby is included in the initial grant. New Parent Activity could be used for July, August and September for both parents.

**For application cases** where the month of application is also the month of birth, but the start date is the month following the month of application, the newborn is included in the TANF grant in the start month. In this instance, the new parent activity will be limited to the start month and the 2 following months.

Example Sally and Joe apply on 7/30. Baby was born on 7/27. Start date for TANF is 8/1 because they do not want the pro-rated amount. New Parent Work Activity could be used for August, September and October for both parents.

**PARTICIPANT OPTION:** Participants that meet the criteria to be eligible for the New Parent Work Activity still have the option to choose only this activity or to participate in other allowable work activities in conjunction with or in place of the New Parent Work Activity.

If the participant chooses to participate in other allowable work, the participant must sign the HCS-711 form indicating their choice with the WoRC Case Manager. A copy of the form must be retained in the case file and a copy given to the participant.

***Reminder: Work activities negotiated for the month of birth should reflect the individual situation and the participant's ability to participate in countable work activities.***